

# Education/Training Work List Work Items (and What They Mean)

(April of 2019)

## CCP:

- ❖ If DVR Finance is selected as the Staff Member, this will return Training Grant Purchase Orders needing to be paid.

## Documentation Missing Checkbox Checked:

- ❖ Documentation Missing checkbox checked on the Education/Training page.

## Education Training Enrolled Not Complete:

- ❖ An Education/Training record has a Start Date but no Graduation or Withdraw date filled in.

## Education Training Not Active:

- ❖ Education/Training record marked as Not Active.

## Future Enrolled Date Passed (Snooze not allowed):

- ❖ An Education record has a Future Enrolled Date that is in the past, either needs to be made Active or reset to a new future date.

## Grades Needed:

- ❖ Grades not yet received for a term that has activity.

## Previous Student Missing Form:

- ❖ A student provided a Training Grant to in the past year doesn't have one created for the next year; click on "Remove Previous Student Missing From Work Item" button on the Training Grant to have the consumer's name fall off the Education/Training Work List if they, in fact, are no longer continuing with the Credential.

## Purchase Order Needed (Snooze not allowed):

- ❖ Training Grant waiting for staff to create a PO.

## Purchase Order Returned (Snooze not allowed):

- ❖ Purchase Order for a Training Grant has been sent back to a staff person.

## Schedule Needed:

- ❖ Schedule not yet received for a term that has activity.

## Send to College:

- ❖ Form waiting to be sent to the FAO college.

## Signature Missing:

- ❖ Training Grant form not yet signed.

## Term Information Needed

- ❖ Non-System School Training Grants that are In Process or Waiting for PO Payment.

## Training Grant PO with School Not in System:

- ❖ These are the PO Work items that are being suppressed from the CCP list; POs that are to Non-System Schools that need to be printed and sent to the college to trigger an Invoice be sent to DVR.
- ❖ Will no longer show up if there is an invoice in paid or scheduled status.
- ❖ Will appear on the Training Grant Purchase Order Alert Recipient's Work List.